

# TRIPURA GAZETTE



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## EXTRAORDINARY ISSUE

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**Agartala, Thursday, May 21, 2020 A. D. Vaisakha 31, 1942 S. E.**

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PART-- I--Orders and Notifications by the Government of Tripura,  
The High Court, Government Treasury etc.

### GOVERNMENT OF TRIPURA CHIEF MINISTER'S SECRETARIAT

NO.F.6(1)/CM/RLF/2018/2540

Dated, Agartala, the 19th May, 2020.

#### NOTIFICATION

**Subject: Guideline for Chief Minister's Relief Fund, Tripura.**

The Chief Minister's Relief Fund (CMRF) has been established as a benevolent fund with donation/ contribution from the public/ organization/ institutions. The resources of the CMRF are now utilized primarily to render immediate relief to persons/ families distressed due to natural calamities or any other reasons and for treatment purpose.

The sanctions from this Relief Fund are being made with the approval of the Chief Minister.

#### **2. Cases eligible for Assistance:**

- i. Ex-gratia/ relief/ compensation to the survivors of the deceased persons due to natural calamities and any other disaster.
- ii. Relief to persons affected by calamities or violence.
- iii. Assistance to deserving poor persons who cannot meet expenses of their medical treatment.
- iv. Relief to the persons in distress condition.

**Note:** - The Hon'ble Chief Minister may relax any or all of the criteria in deserving cases to mitigate the hardship of the applicant/ person. The Hon'ble Chief Minister may sanction any amount, in favour of any person/ persons for any purpose on humanitarian ground.

#### **3. Procedure for release and utilization of fund:**

- i. The fund would be under the overall control of the Chief Secretary, Govt. of Tripura.
  - ii. Chief Secretary may delegate the power to any suitable officer of appropriate rank for administering the fund and its supervision.
  - iii. A monthly reconciliation statement shall also be prepared for appraisal of the Chief Secretary.
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- iv. Overall supervision, monitoring and control of fund regarding deposit, allocation and audit will remain with the Chief Secretary.
- v. For sanction of any fund, file shall be routed through the Chief Secretary.
- vi. Secretary to the Chief Minister will issue sanction memo.
- vii. Fund will be disbursed through the concerned SDMs to the beneficiaries or directly to the person/ family or through Government agency after taking approval of the Hon'ble Chief Minister.
- viii. In case of ex-gratia/ relief for deceased persons, payment will be made to the survivors of the deceased person and the survivors would be ascertained by the concerned SDM.

**4. Monitoring and maintenance of the fund:**

- i. The Bank Accounts will be operated by DDO and Cashier jointly. Cheques shall have to be signed by DDO and the Cashier jointly.
- ii. The DDO and Cashier shall be responsible for maintenance of proper accounts of the transactions.
- iii. Cash book, cheque/ draft receipt registers and cheque issue registers shall be maintained by the DDO and Cashier.
- iv. DDO shall ensure that monthly reconciliation of the cash analysis with the bank accounts is done.
- v. Banks shall provide the weekly bank account statements in detail.
- vi. The cash book, records and bank pass books, Fixed Deposits and Registers should be inspected by the Chief Secretary at least once in a quarter.
- vii. Annual account shall be prepared by any Chartered Accountant firm or any other agency as decided by the Government.
- viii. Audit shall be carried out by the Directorate of Audit, Department of Finance, Govt. of Tripura once in a year or as decided by the authority.
- ix. If any conflict arises, final decision will be taken by the Chief Secretary; if necessary with the views of the Finance Department.
- x. Receipt and acknowledgement shall be given to the donor.

**5. Raising of fund:**

- i. The fund is being run by the benevolent donations from the citizen/ society/ organization etc.
- ii. To facilitate the donor more than one bank account may be maintained and online facilities may be made available.

**6. Income tax relaxation:**

- i. Permanent Account Number (PAN) shall be maintained for the fund.
- ii. As per the provision of section 80G of the Income Tax Act, 1961, 100% of the amount donated by the donor in the Chief Minister's Relief Fund is eligible for deduction in computing the total income of the donor.

By order of the Governor



**[Dr. P K Goyal, IAS]**  
Special Secretary  
Government of Tripura